



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION IWAKUNI, JAPAN  
PSC 561 BOX 1861  
FPO AP 96310-0019

MCASO 6220.2B

SJA

JUN 18 2020

MARINE CORPS AIR STATION IWAKUNI ORDER 6220.2B

From: Commanding Officer, Marine Corps Air Station Iwakuni  
To: Distribution List

Subj: MARINE CORPS AIR STATION IWAKUNI CORONA VIRUS DISEASE 2019 (COVID-19)  
ORDER #2A (STATUS OF FORCES AGREEMENT CIVILIAN EMPLOYEES AND CONTRACTORS)

Ref: (a) USFJ Public Health Emergency Declaration for Japan dtd 15 Apr 2020  
(b) DoD Instruction 6200.03, Public Health Emergency Management within the DoD dtd 28 Mar 2019  
(c) IIIMEF/MARFORJ COVID-19 Outbreak EXORD  
(d) MCIPAC COVID-19 Outbreak EXORD 01-20  
(e) MCASO 6220.1B  
(f) SECDEF Memo SUBJ: Guidance for Commanders on Risk-Based Changing of Health Protection Condition Levels During the Coronavirus Disease 2019 Pandemic of 19 May 2020

Encl: (1) Risk Assessment and Mitigation Plan  
(2) Exemption request

1. Purpose. The purpose of this Order is to provide guidance and direction for Status of Forces Agreement (SOFA) status civilian employees and SOFA contractors aboard Marine Corps Air Station (MCAS) regarding requirements and procedures that apply while employed aboard the air station.

2. Cancellation. MCASO 6220.2A Ch 1.

3. Situation. On 15 April 2020 a Public Health Order was declared for MCAS Iwakuni to prevent and mitigate the spread of the Novel Corona Virus Disease 2019 (COVID-19). As a result, the number one priority is to protect the force. Accordingly, this Order establishes measures to prevent SOFA status civilian employees and SOFA contractors from spreading COVID-19 in the workplace. Specifically, supervisors of SOFA civilian employees and contractors will assess their employees' activities and behaviors and mitigate risks associated with high risk activities that will protect the health and safety of MCAS Iwakuni.

4. Mission. To limit the risk of COVID-19 entering the base to the maximum extent possible while maintaining essential mission functions, life and emergency services, essential services, and command and control activities, to protect the force and ensure MCAS Iwakuni remains postured to support station and tenant missions.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. In accordance with the references, MCAS Iwakuni will implement protective measures in order to prevent the spread of COVID-19 and protect the force. All SOFA civilian employees and contractors with access to MCAS Iwakuni shall do their part to mitigate the risk of COVID-19 transmission by practicing heightened hygiene measures, and avoiding

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activities that pose a heightened risk of exposure to COVID-19. The total commitment of everyone aboard the air station using personal integrity and discipline is required to contain the spread of the virus.

(2) Concept of Operations. Commanders, Department Heads, Officers-In-Charge, Directors, and Supervisors will:

(a) Place non-mission essential SOFA civilian employees and contractors in the appropriate duty status to prevent crowding within workspaces and limit the potential for exposure. It is recommended that the number of non-mission essential employees returning to the workspace does not exceed 20 percent of the non-mission essential workforce.

(b) Implement telework, staggered reporting times, and/or other forms of alternative work schedules for designated mission essential, and non-mission essential, SOFA civilian employees and contractors to decrease attendance within workspaces and limit the potential for exposure.

(c) Assess the behaviors and activities of their SOFA civilian employees and contractors using enclosure (1) and mitigate identified risks of exposure to COVID-19 prior to the employee having access to the base.

(d) Have candid conversations with every employee to help determine any high risk activity or behavior. Explain why these mitigation measures are necessary and ensure the employee understands the intent of this Order. Explain to employees who have their access to base restricted that the restriction is necessary to protect the base and once the risk is mitigated they will resume base access.

(e) Reevaluate the basis for maintaining employees on weather and safety leave. The conditions are present for a phased return to work. For employees residing on and off the installation, adequate precautions have been taken to mitigate the risk of COVID-19 for vulnerable populations while traveling to and performing work at the worksite. Weather and safety leave should still be considered for employees residing in a household with someone engaging in high risk activities.

b. Coordinating Instructions. The enclosure (1) is a tool to assess employee risks. The employee's supervisor should use all tools at their disposal to mitigate any risks, including telework, admin leave, alternative work schedules, etc. The following activities and behaviors would place an employee at high risk, requiring the individual to take mitigation measures to access the base.

(1) High risk travel.

(a) This includes travel by the employee, or family member in the same residence, outside the local area as defined by reference (e).

(b) An individual can mitigate this risk by avoiding travel to high-risk areas 14 days prior to base access.

(2) Non-compliance with individual protective measures.

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(a) Reference (e) requires individuals to comply with protective measures to access the base.

(b) An individual can mitigate this risk by complying with these protective measures (i.e. refrain from going to bars and other off- limits areas etc.).

(3) Use of public transportation.

(a) Public transportation **not authorized in reference (e)**. This includes unauthorized transportation by public bus, train, airplane, taxi, or boats.

(b) An individual can mitigate this risk by not using any unauthorized public transportation.

(4) High Risk off-base employment.

(a) High Risk off-base employment (for individual or family member) means employees working in healthcare facilities to include nursing homes.

(b) An individual can mitigate this risk by remaining off base while engaging in high risk employment.

(5) Exemptions. SOFA contractors performing construction-related work on the base under contract by Naval Facilities Engineering Command or United States Army Corps of Engineers, are not required to complete this risk assessment, enclosure (1), because the Commanding Officer (CO) has already approved the mitigation plan for their activities and behavior.

(6) Note. **The previous high risk activity of children attending off-base school or off-base child care is no longer considered high risk; however, any heightened risk of exposure to COVID-19 could result in this activity being prohibited again.**

#### 6. Administration and Logistics

a. If mitigation efforts are not effective to reduce the risks of an individual's exposure to COVID-19, and base access is mandatory for the mission, supervisors may provide a case-by-case mitigation plan to the Station Executive Officer (XO) via their chain of command, for decision by the CO.

(1) If a SOFA member is restricted from access to the base due to high risk activity, but requires access to base facilities, such as the Branch Health Clinic, the member shall immediately raise this concern to the Station XO, via their chain of command.

(2) Exceptions may be granted if a need is articulated for an activity, other than needing access for a personal convenience, and there is a plan to reduce the risk of exposure to COVID-19.

b. Tenant activities shall implement the requirements set forth in this Order to avoid their employees losing access to the base.

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c. In the event that a directive from a Higher Headquarters conflicts with the guidance set forth in this order, the more restrictive guidance applies.

d. Individuals have the obligation to immediately report the following activity to their supervisor. The purpose of this reporting obligation is to prevent the spread of COVID-19, not to punish individuals for self-reporting.

(1) Participation in an activity that is contrary to this Order.

(2) When an individual is tested for COVID-19 or comes into close proximity of someone who was tested for COVID-19.

e. The Base Magistrate shall consider appropriate disease prevention responses in cases of alleged violations of this order, other than when self-reported by SOFA members.

7. Command and Signal

a. Command. This Order is applicable to all SOFA civilian employees and contractors who access MCAS Iwakuni.

b. Signal

(1) This Order is effective beginning 19 June 2020 and shall remain effective until modified or rescinded.

(2) Questions regarding this Order shall be directed to the Iwakuni Counsel Office at frederick.congdon@usmc.mil or 253-5232.

  
F. L. LEWIS

Distribution: A/B/C